

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Adjudication and Hearings



Case Management Procedures

1. Documents may be filed **IN PERSON** or by **MAIL** or **COURIER** (UPS, FedEx, etc.) at the following location:

Office of Adjudication and Hearings
Attn: Docket Clerk
825 North Capitol Street, N.E. Suite 4150
Washington, DC 20002-4210
9:00 AM-5:00 PM, Monday-Friday

A filing drop box is available in the Customer Information Center

2. All parties **must** serve (mail, fax, hand delivery, etc) copies of any motions or other documents filed with OAH on all other parties (or their attorneys if the party is represented). OAH does not serve or forward documents to any party. **This means if you file something with the administrative court, you must also send a copy of your document(s) to the opposing party, and the opposing party must do the same for you.** A motion or other request that is not sent to all other parties will not be acted upon until the other parties are given a copy and the original will be returned to the party that filed the document without being considered.
3. Filings of less than twenty-five (25) pages (including exhibits and supporting documents) will be accepted by facsimile ("fax") at the following number: (202) 442-4789. If a fax is used, a hard copy must be filed within three (3) business days following receipt of the fax. If filing a motion, or other document, a copy **must** be faxed or hand-delivered to all parties in the case if a hearing is scheduled to occur within five (5) business days of the date you are serving the document.
4. Unless otherwise ordered by the presiding Administrative Law Judge, when filing more than three (3) exhibits (documents you would like to use as evidence at your hearing), you must adhere to the following guidelines.
 - a) A copy of all documents must be served on all parties no later than ten (10) days prior to the hearing date.
 - b) Each single or multi-page document must be clearly marked and separated. Each separate document (referred to as an "exhibit") should be assigned a separate number as follows:

Petitioners must mark their exhibits with "PX" and number them 101-199 (e.g., PX-101, etc.).
Respondent must mark their exhibits with "RX" and number them 201-299 (e.g., RX-201, etc).
 - c) Complete an Exhibit List which lists all exhibits you are submitting. Blank Exhibit List forms (Form OAH 501) are available from the Docket Clerk.